

Date Bids Due 12/23/2015		Time of Bid Opening 1:00 PM	Bid Opening Location 800 Lincoln Way, Ames, IA	
Proposal Number 15564	Description Janitorial Services for Davenport Complex			
Contract to Begin 1/4/2016	Date of Completion 1/4/2017	Proposal Guaranty Amount \$0.00		Liquidated Damages \$0.00
Purchasing Agent Laura Linduski	E-Mail Address laura.linduski@dot.iowa.gov	Phone 515-239-1429		Fax 515-239-1538
Company Name				Federal Tax ID
Street Address		City	State	Zip Code
Supplier Contact (type or print)	E-Mail Address	Phone	Fax	
Supplier agrees to sell items/services at the same prices under the same terms and conditions to any other state agency, Regent or Political Subdivision upon request. Please check Yes or No. <input type="checkbox"/> YES <input type="checkbox"/> NO			Are you a Iowa Targeted Small Business? <input type="checkbox"/> YES <input type="checkbox"/> NO	

GENERAL INFORMATION/PROPOSAL STATEMENT

The entire contents of this Proposal, Addendums to the Proposal, Specifications, Supplemental Terms and Conditions, Standard Terms and Conditions, and Schedule of Prices shall become part of the contract or purchase order. **Faxed or e-mail bids will be accepted.**

We certify that all materials, equipment and/or services proposed meet or exceed the specifications and will be supplied in accordance with the entire contents of this proposal including delivery schedules.

Standard Terms and Conditions for Quotations

Acceptance/Rejection: The State of Iowa reserves the right to accept or reject any or all bids and to waive irregularities or technicalities, provided such waiver does not substantially change the offer or provide a competitive advantage to any vendor, in the judgment of the Iowa DOT. The Iowa DOT also reserves the right to accept that bid which is deemed to be in the best interests of the state. Any unauthorized changes, additions, or conditional bids including any ties to another bid or proposal or any reservations about accepting an award or entering into a contract, may result in rejection of the bid.

Method of Award: Award shall be made to the lowest responsible, responsive bidder unless otherwise specified. By virtue of statutory authority preference will be given to products and provisions grown and coal produced within the State of Iowa.

Contracts: Successful contractor(s) may be sent either a formal Contract or a purchase order. The contractor may not assign the contract to another party without written authorization from the Office of Procurement and Distribution.

Pricing and Discount: Unit prices shown on the documents shall be quoted as the price per unit (e.g., gal., case, each, etc.) as stated on the request. If there is a discrepancy between the unit bid prices, extension, or total amount of bid, the unit prices shall prevail. Unless otherwise indicated, prices shall be firm for the duration of the contract or purchase. Discounts for early payment are allowed, but not considered in award of the contract.

Signed: _____ **Date:** _____

Schedule Of Prices

Number	15564
Date Required	12/23/2015 1:00 PM

Title Janitorial Services for Davenport Complex
 Delivery Location AMES, IA 50010
 Shipping Terms FOB Destination/Freight Prepaid

Vendor
 PA Name Laura J Linduski
 Phone 515-239-1429
 E-Mail laura.linduski@dot.iowa.gov

Description

Product Availability Days: _____

All items must be bid.

Price Good Until: _____

Item	Qty	Unit	Description	Part #	Unit Price	Total Price
1	12	MON	Provide janitorial services for Davenport Construction Office Building as per scope of work and specifications. Weekly monthly and quarterly cleaning duties included. Delivery Location: DAVENPORT, IA 52806			
Comments:						
2	12	MON	Provide janitorial services for Davenport Maintenance Office Building per scope of work and specifications. Weekly monthly and quarterly cleaning duties included. Delivery Location: DAVENPORT, IA 52806			
Comments:						
3	12	MON	Provide janitorial services to Davenport Field Office Building per scope of work and specifications. Weekly monthly and quarterly cleaning duties included. Delivery Location: DAVENPORT, IA 52806			
Comments:						
4	12	MON	Provide janitorial services for Davenport Materials Office Building per scope of work and specifications. Weekly monthly and quarterly cleaning duties included. Delivery Location: DAVENPORT, IA 52806			
Comments:						

I HEREBY CERTIFY THAT THIS PROPOSAL MEETS OR EXCEEDS THE MINIMUM REQUIREMENT INCLUDING SPECIFICATIONS AND ADDENDUMS.

Signature: _____ Date: _____



Iowa Department of Transportation
Standard Terms and Conditions
For
Bid Proposals/Contracts
-INFORMAL-

Informal - means a limited solicitation type of procurement where a sufficient number of quotation or bids from qualified sources are obtained and the aggregate amount of the purchase is less than \$50,000.

The entire contents of this bid proposal shall become a part of a contract or purchase order. In case of a discrepancy between the contents of the bid documents, the following items listed by descending order shall prevail:

- Addendums to the bid proposal
 - Bid Proposal-
 - Schedule of Prices
 - Specifications
 - Plans and Drawings
 - Supplemental Terms and Conditions
 - Standard Terms and Conditions
- (Example -if there is a statement in the specifications that contradicts a statement in the Standard Terms and Conditions, the statement in the specifications shall apply)

Preparation of Bid Response: All bid responses must address all aspects of the proposal including clearly answering all questions within the proposal. Bid responses must be typed or completed in ink and submitted on the forms supplied by the Iowa DOT.

Bid responses must be signed and received prior to the bid opening date and time as indicated on the Bid Response cover page or bid opportunity. The signed, submitted quotation or bidder's proposal shall become the official bid response to be considered for award.

Bid responses may be sent by email, fax, weblink, or delivered by a courier that ensures timely delivery.

A. Bid Proposal

1. **Bid Opening:** Bid openings are made public and conducted at the Iowa DOT, Ames complex unless otherwise specified. Bid Responses received after the time of the bid opening will be returned to the bidder and considered non-compliant.
2. **Communications:** Questions concerning this proposal should be directed to the purchasing agent listed on the bid proposal. Inquiries can be written, phoned, or faxed. In all cases, written communication will take precedence over verbal communication.
3. **Pricing and Discount:** Unit prices shown on the bid/response shall be quoted as the price per unit (e.g., gal., case, each, etc.) as stated in the bid proposal. If there is a discrepancy between the unit bid prices, extension, or total amount of bid, the unit prices shall prevail. Unless otherwise indicated, prices shall be firm for the duration of the contract or purchase. Discounts for early payment are allowed, but not considered in award of the contract.
4. **Acceptance/Rejection:** The Iowa DOT reserves the right to accept or reject any or all bids and to waive irregularities or technicalities, provided such waiver does not substantially change the offer or provide a competitive advantage to any supplier(s). The Iowa DOT also reserves the right to accept that bid which is deemed to be in the best interests of the state. Any unauthorized changes, additions, or conditional bids including any ties to another bid or proposal or any reservations about accepting an award or entering into a contract, may result in rejection of the bid. Bids must remain available for award for thirty (30) days from date of bid opening.
5. **Bid Results & Disclosure:** A bid tabulation will be sent to all responsive bidders and may be posted on the Iowa DOT website at www.iowadot.gov/purchasing under the *Bid Award link* referencing the proposal number with an award recommendation indicated. At the conclusion of the selection process, the contents of all received bid responses will be placed in the public domain and be open to inspection by interested parties, according to state law. Trade secrets or proprietary information that are recognized as such and are protected by law may be withheld if clearly identified as such in the proposal.

6. **Quality:** All material shall be new and of first quality. Items which are used, demonstrators, refurbished, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the Iowa DOT.
7. **Recycled Content:** The Iowa Code encourages purchase of products and materials with recycled content, including but not limited to paper products, oils, plastic products, compost materials, aggregate, solvents, and rubber products. Recycled items or alternatives must be noted in the bid response, if known.
8. **Shipping Terms:** Deliveries shall be F.O.B. Destination unless otherwise specified. All deliveries shall be accompanied by a packing slip indicating the Supplier, quantities shipped, and the purchase order number(s). All delivery charges shall be included in the bid price and paid by the Supplier. No collect C.O.D. deliveries shall be accepted. When entering into a contract, the Supplier shall notify the freight company that all freight and delivery charges are to be prepaid by the Supplier. Goods delivered to the Iowa DOT Distribution Center at 800 Lincoln Way, Ames, IA shall be received between the hours of 7:00 a.m. and 3:00 p.m. on any day except Saturday, Sunday, or a holiday. For deliveries to other Iowa DOT locations, the Supplier may contact the destination location for available times to deliver as not all Iowa DOT locations have the same business hours. The Iowa DOT will not be liable for any freight claims or unpaid freight bills arising from contract or purchase order issues.

B. Award

The binding agreement (award) may be issued in the form a purchase order or contract or both depending on the requirements and complexity of the agreement.

1. **Method of Award:** Award shall be made to the lowest responsible, responsive bidder whose bid meets the requirements of the solicitation and is the most advantageous to the Iowa DOT unless otherwise specified. An Iowa bidder will be given preference over an out-of-state bidder when bid responses are equal in all aspects and are tied in price. By virtue of statutory authority preference will be given to products and provisions grown and coal produced within the State of Iowa.
2. **Award Protests:** Protests of award recommendations are to be addressed to the Director of Purchasing, and shall be made in accordance with paragraph 761--20.4(6)"e" of the Iowa Administrative Code.
3. **Contracts:** Successful contractor(s) may be sent either a formal Contract, Notification of Award or purchase order as confirmation of acceptance and award. Any of these binding agreements shall be for the term stated in the bid proposal or on a purchase order and may be renewed for additional period(s) under the same terms and conditions upon mutual agreement as defined. The successful bidder may not assign a contract to another party without written authorization from the Iowa DOT Purchasing Section. A service contract, including all optional renewals, shall not exceed a term of six years unless a state agency obtains a waiver of this provision pursuant to rule 11-118-11(3).
4. **Payment Terms:** The Iowa DOT typically pays properly submitted vendor invoices within thirty (30) days of receipt, providing goods and/or services have been successfully delivered, installed or inspected (if required), and accepted. Invoices presented for payment must be only for quantities received by the Iowa DOT and must reference the purchase order number or contract to be submitted for processing.
5. **Default:** Failure of the Supplier to adhere to specified delivery schedules or to promptly replace rejected materials shall render the Supplier liable for all costs in excess of the bid price when alternate procurement is necessary. This shall not be the exclusive remedy and the Iowa DOT reserves the right to pursue other remedies available to it by law or under the terms of the binding agreement.
6. **Default:** Failure of a Contractor other than a Supplier to meet any specified project completion deadline shall render the Contractor liable for all costs incurred by the Iowa DOT that were: a) necessary to meet said deadline; or b) necessary to complete said project after said deadline. This shall not be the exclusive remedy and the Iowa DOT reserves the right to pursue other remedies available to it by law or under the terms of the agreement.

C. General

1. **Administrative Rules:** For Additional details on the rules governing the actions of the Iowa DOT Purchasing Section, refer to 761 IAC, Chapter 20, Iowa Administrative Code, entitled "Procurement of Equipment, Materials, Supplies and Services".
2. **Affirmative Action:** The Contractor (and also subcontractor, vendor or supplier) is prohibited from engaging in discriminatory employment practices forbidden by federal and state law, executive orders and rules of the Iowa Department of Management, pertaining to equal employment opportunity and affirmative action. Contractor may be required to have a copy of their affirmative action program on file, containing goal and time specifications. Contractors doing business with Iowa in excess of \$5,000 annually and employing 50 or more full time employees may be required to file with the Iowa Department of Management a copy of their affirmative action plan. Failure to fulfill these non-discrimination requirements may cause the contract to be canceled and the contractor declared ineligible for future state contracts or subject to other sanctions as provided by law or rule.
3. **Applicable Law:** The contract shall be governed under the laws of the State of Iowa. The contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of a contract and which in any manner affect the work or its conduct. Any legal action relating to a contract shall only be commenced in the Story County, Iowa, District Court or the United States District Court for the Southern District of Iowa.
4. **Conflict of Interest:** No state or county official or employee, elective or appointive shall be directly or indirectly interested in any contract issued by the Iowa DOT, see Code of Iowa 314.2.
5. **Debarment and Vendor Suspension:** By submitting a proposal, the contractor is certifying that it and its principals and/or subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Iowa or any Federal department or agency.
6. **Equal Opportunity:** Firms submitting bids must be an "Equal Opportunity Employer" as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number Thirty-four.
7. **Infringement:** Goods shall be delivered free of the rightful claim of any third party by way of infringement. Contractor shall indemnify and save harmless the State of Iowa and the Iowa DOT against all claims for infringement of, and/or royalties claimed under, patents or copyrights on materials and equipment furnished under this bid.
8. **Records Audit:** The contractor agrees that the Auditor of the State of Iowa or any authorized representative of the state, and where federal funds are involved, the Comptroller General of the U.S. Government, shall have access to and the right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, and records of the contractor relating to orders, invoices, or payments of a contract or purchase order.
9. **Targeted Small Businesses:** The Iowa DOT seeks to provide opportunities for women and/or minority small business enterprises. To apply for certification as an Iowa Targeted Small Business, contact the Iowa Department of Inspection and Appeals (515-281-5796). Contractors shall take documented steps to encourage participation from Targeted Small Businesses for the purpose of subcontracting and supplying of goods or services or both.
10. **Taxes:** Prices quoted shall not include state or federal taxes from which the state is exempt. Exemption certificates will be furnished upon request.
11. **Termination:**
 - **Termination Due to Lack of Funds or Change in Law**

The Iowa DOT shall have the right to terminate this Contract without penalty by giving thirty (30) days written notice to the vendor as a result of any of the following:
 - Adequate funds are not appropriated or granted to allow the Iowa DOT to operate as required and to fulfill its obligations under contract.
 - Funds are de-appropriated or not allocated or if funds needed by the Iowa DOT, at the Iowa DOT's sole discretion, are insufficient for any reason.
 - The Iowa DOT's authorization to operate is withdrawn or there is a material alteration in the programs administered by the Iowa DOT.
 - The Iowa DOT's duties are substantially modified.

Following a 30 day written notice, the Iowa DOT may terminate a binding agreement in whole or in part without the payment of any penalty or incurring any further obligation to the Supplier. Following termination upon notice, the Supplier shall be entitled to compensation upon submission of invoices and proper proof of claim for goods and services under contract up to and including the date of termination.

Instructions To Bidders

Purpose & Overview of the RFB Process

The purpose of this Request for Bid (RFB) is to solicit Bid Responses from responsible, responsive Bidders to provide the goods and/or services identified and described further in Section 3 of this RFB. The Iowa DOT may renew the contract(s) for up to the number of annual renewals as indicated. Any contract(s) resulting from the RFB shall not be an exclusive contract.

1.1 General

1.2.1 The owner of these projects is the Iowa Department of Transportation, 800 Lincoln Way, Ames, IA 50010

Project Location:

Iowa Department of Transportation

**Davenport Construction Office, Maintenance Building, District Field Office,
Materials Office**

8721 Northwest Blvd.

Davenport, IA 52806

2.1 Issuing Agent

The Issuing Agent, identified on the cover page is the sole point of contact regarding the RFB from the date of issuance until the notice of intent to award is issued (selection of the successful contractor).

2.2 Restriction on Communication

From the issue date of this RFB until the notice of intent to award is issued (announcement of the successful bidder), bidders may contact only the Issuing Agent.

The Issuing Agent will respond only to questions regarding the procurement process. Questions related to the interpretation of this RFB must be submitted in writing to the Issuing Officer by the deadline found in the Procurement Timetable listed immediately after the cover sheet. Verbal questions related to the interpretation of this RFB will not be accepted. Questions related to the interpretation of this RFB must be submitted as provided in section 2.5. Contractors may be disqualified if they contact any state employee other than the Issuing Agent. *Exception: Contractors may contact the State Targeted Small Business Office on issues related to the preference for Targeted Small Businesses. See Section 2.32.*

In NO CASE shall verbal communication override written communications. Only written communications are binding on the State.

The Iowa DOT assumes no responsibility for representations concerning conditions made by its officers or employees prior to the execution of a contract, unless such representations are specifically incorporated into this RFB. Verbal discussions pertaining to modifications or clarifications of this RFB shall not be considered part of the RFB unless confirmed in writing. All such requests for clarification shall be submitted in writing. Any information provided by the Contractor verbally shall not be considered part of that Contractor's proposal. Only written communications from the Contractor and received by the Department shall be accepted.

With the exception of the written Bid Response which must be submitted by Contractors in accordance with Section 2 herein, communications between the Issuing Agent and Contractors may be conducted by regular prepaid US mail, courier service, e-mail or facsimile transmission.

2.3 Downloading the RFB from the Internet

All correspondence for this Bid Proposal will be posted on the Iowa DOT's website at www.iowadot.gov/purchasing/lettingschedule. **Bidders are required** to visit the Iowa DOT's home page periodically for any and all addendums or other pertinent information regarding this bid opportunity.

2.4 Submission of Bid Responses

The Iowa DOT must receive Bid Responses addressed to the Department of Transportation, Purchasing Section, 800 Lincoln Way, Ames, Iowa 50010 before the deadline. **This is a mandatory requirement and will not be waived by the Iowa DOT.** Any Bid Response received after this deadline will be rejected and returned unopened to the contractor.

Contractors mailing Bid Responses must allow ample mail delivery time to ensure receipt by the Iowa DOT on or before the due date. Postmarking by the due date will not substitute for actual receipt of the Bid Response.

Electronic mail and faxed Bid Responses will be accepted.

Contractors must furnish all information necessary to evaluate the Bid Response. Bid Responses that fail to meet the mandatory requirements of the RFB will be disqualified. Verbal information provided by the Contractor shall not be considered part of the Contractor's Bid Response.

2.5 Nonmaterial and Material Variances

The Iowa DOT reserves the right to waive or permit cure of nonmaterial variances in the Bidder's Bid Response if, in the judgment of the Iowa DOT, it is in the Iowa DOT best interest to do so. Nonmaterial variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other Contractors; that do not change the meaning or scope of the RFB; or that do not reflect a material change in the services. In the event the Iowa DOT waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFB requirements or excuse the Contractor from full compliance with RFB specifications or other contract requirements if the Contractor is awarded the contract. The determination of materiality is in the sole discretion of the Iowa DOT.

2.6 Reference Checks

The Iowa DOT reserves the right to contact any reference to assist in the evaluation of the Bid Response, to verify information contained in the Bid Response and to discuss the Contractor's qualifications and the qualifications of any subcontractor identified in the bidders Bid Response.

2.7 Information From Other Sources

The Iowa DOT reserves the right to obtain and consider information from other sources concerning a Contractor, such as the Contractor's capability and performance under other contracts, the qualifications of any subcontractor identified in the Contractor's Bid Response, specifically, the Contractor's financial stability, past or pending litigation, and publicly available information.

2.8 Consideration of Bids

2.8.1 Rejection of Bids

- The Iowa DOT reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the Iowa DOT that such bidder is properly qualified to carry out the obligations of the Contract and to complete

- the work contemplated therein.
- Conditional bids will not be accepted.

2.8.2 Qualification of Bidder

The Iowa DOT may make such investigations as they deem necessary to determine the ability of the Bidder to perform the required work, and the bidder shall furnish to the Iowa DOT all such information and data for this purpose as the Iowa DOT may request.

General Requirements

3.1 Scope of Work

Successful Bidder shall be required to provide all materials, labor, and equipment necessary for janitorial services at the Iowa DOT's Davenport facility. Buildings include; Construction, Materials & Maintenance and the Field Office building which is a separate building. Please see attached map of the complex for locations.

There is approximately 12,125 cleanable square foot area: 2,197 square foot carpeted and 9,128 square foot hard surface floor area.

The work performed shall be of high quality keeping the aesthetic appearance of the buildings clean and neat as specified below.

The successful service provider shall be responsible for cleaning services within each building as outlined in section 3.2.

Other requirements shall include:

- Service Provider to provide all cleaning supplies.
- Service hours to be determined between service provider and Iowa DOT.
- No visitors, wives, husbands, or children of the Service Provider or its employees will be allowed in the building during working hours unless they are bona fide employees of the Service Provider and on duty.
- The Service Provider shall provide the Iowa DOT with the names and telephone numbers of all personnel assigned to the contract.
- Service Provider is to notify Deb Eitel, Davenport Construction Office, when supplies are running low. (Service Provider to allow two weeks for delivery of supplies.)
- Bidders shall provide at least three references including contact names with corresponding phone numbers.
- Other services or additional cleaning can be added to the responsibilities upon mutual agreement between the Davenport Complex, District Office (Construction Engineer & Exec. Officer) and Service Provider should the need arise. Fees for the added responsibilities will also be determined.
- Contractor shall provide a communication log book for each office area to communicate between Davenport Complex staff.

3.2 Cleaning instructions

General Requirements: for all offices:

- Garbage: Place collected material in bags & take to dumpsters
- Recycling: to be placed in larger recycling receptacles

- Spaces will be provided in each building to allow janitorial products to be stored on-site
- IDOT will provide: hand soap, paper towels, trash liners, toilet paper & urinal cakes.
- Keys will be issued to each building for entry to assigned doors.

3.2.1_Davenport Construction Office

(5 personal office spaces and the Inspector's room)	Frequency
Dust window sills	Wkly
Dust all horizontal surfaces excludes personal desks	Wkly
Clean interior/exterior glass on all office doors and of entryways	Wkly
Wipe down/dust all door surfaces. (fingerprints/toe kick areas)	Wkly
Clean interior/exterior glass of canopy area	Wkly
Empty wastebaskets	Wkly
Empty personal recycling baskets into large recycle container	Wkly
Clean and sanitize step railings (front and back), light switches, door handles and all telephones	Wkly
Sweep entryways (front and back)	Wkly
Vacuum carpeted floors & runners (move chairs, wastebaskets, etc for necessary access)	Wkly
Vacuum or sweep steps and remove cobwebs from stairwell	Wkly
Sweep the front door outside canopy area	Wkly
Sweep, damp mop and sanitize all hard surface floors	Wkly
Damp mop chair mats in all offices OR as needed	Mnthly
Remove dust/cobwebs from ceiling areas, corners, baseboards, around computer cords	Mnthly
Vacuum seats and wipe down arms/bases of chairs (offices & waiting area)	Mnthly
Dust/clean around duct work, ceiling and/or wall vents	Mnthly
Dust vertical blinds	Qtrly

Common Areas (Conference Room, Coffee Station, FM/Copier Area)	Frequency
Empty wastebaskets	Wkly
Empty recycling baskets into large recycle container in inspector room or copier room	Wkly
Dust window sills	Wkly
Dust all horizontal surfaces	Wkly
Wipe down/dust all door surfaces (fingerprints/toe kick areas)	Wkly
Clean and sanitize light switches, door handles and all telephones	Wkly
Clean and sanitize drinking fountains/coffee station sink/countertop	Wkly
Vacuum carpeted runners	Wkly
Sweep, damp mop and sanitize all hard surface floors	Wkly
Remove dust/cobwebs from ceiling areas, corners & baseboards	Mnthly
Vacuum chairs and wipe down arms/bases of chairs	Mnthly
Dust/clean around duct work, ceiling and/or wall vents	Qtrly
Dust vertical blinds	Qtrly

Restrooms	Frequency
Dust window sills	Wkly
Clean all glass and/or mirrors	Wkly

Wipe down/dust all door surfaces (fingerprints/toe kick areas)	Wkly
Clean and sanitize sink areas/counters	Wkly
Clean, scrub and sanitize toilets & urinals	Wkly
Empty all wastebaskets	Wkly
Clean and sanitize stainless steel surfaces (ex: waste containers and towel dispensers)	Wkly
Clean and sanitize all walls and stall partitions	Wkly
Clean and sanitize light switches and door handles	Wkly
Sweep, damp mop, and sanitize all hard surface floors	Wkly
Replace urinal cakes/mats as needed	Mnthly
Remove dust/cobwebs from ceiling areas, corners, baseboards	Mnthly

Quarterly Cleaning

Frequency

Dust blinds	Qtrly
Dust/clean around duct work, ceiling and/or wall vents	Qtrly

Storage areas (other than janitorial storage) are excluded from any cleaning
Computer Room downstairs is excluded from any cleaning

3.2.2 Davenport Maintenance Office Building

Office / Storeroom Areas	Frequency
Dust top of cubicle walls & flipper cabinets (excludes work surfaces inside cubicles & walled offices)	Wkly
Dust window sills	Wkly
Dust all horizontal surfaces outside cubicle areas	Wkly
Clean interior/exterior glass on doors of entryways	Wkly
Wipe down/dust all door surfaces. (fingerprints/toe kick areas)	Wkly
Empty wastebaskets	Wkly
Empty personal recycling baskets into large recycle container	Wkly
Clean and sanitize light switches and door handles	Wkly
Vacuum carpeted floors & runners (move chairs, wastebaskets, etc for necessary access)	Wkly
Dry mop all hard surface floors	Wkly
Damp mop all hard surface floors	Wkly
Damp mop chair mats in all cubicles/offices as needed	Mnthly
Remove dust/cobwebs from ceiling areas, corners, baseboards (include entryway)	Mnthly
Vacuum seats and wipe down arms/bases of chairs (offices & waiting area)	Mnthly
Dust vertical blinds	Qtrly

Restrooms	Frequency
Clean and sanitize sink	Wkly
Clean, scrub and sanitize toilets & urinals	Wkly
Clean all glass and/or mirrors	Wkly
Empty all wastebaskets	Wkly
Clean and sanitize stainless steel surfaces (ex: waste containers and towel dispensers)	Wkly
Clean and sanitize all walls and stall partitions	Wkly
Clean and sanitize light switches and door handles	Wkly
Wipe down/dust all door surfaces (fingerprints/toe kick areas)	Wkly
Sweep, damp mop, and sanitize all hard surface floors	Wkly
Refill all dispensers to normal limits: soap, towels, toilet paper, etc.	Wkly
Replace urinal cakes/mats as needed	Mnthly
Remove dust/cobwebs from ceiling areas, corners, baseboards	Mnthly

Break Room / Hallways	Frequency
Empty recycling baskets into large recycle container	Wkly
Wipe down/dust all door surfaces (fingerprints/toe kick areas)	Wkly
Empty wastebaskets	Wkly
Clean and sanitize sink	Wkly
Clean and sanitize light switches and door handles	Wkly
Wipe down counter top surfaces and tables in breakroom	Wkly
Clean and sanitize drinking fountains/sinks/coffee station/paper towel disp.	Wkly
Clean in/out of microwaves and front of refrigerator (inside refrigerator excluded)	Wkly
Refill all soap and towel dispensers to normal limits	Wkly
Dry mop all hard surface floors	Wkly
Damp mop all hard surface floors	Wkly
Remove dust/cobwebs from ceiling areas, corners, baseboards	Mnthly

3.2.3 Davenport Field Office Building

Storeroom Areas

Frequency

Empty wastebaskets	Wkly
Empty personal recycling baskets into large recycle container	Wkly
Dust window sills	Wkly
Dust all horizontal surfaces (excludes work surfaces inside offices)	Wkly
Clean interior/exterior glass at entryways	Wkly
Clean and sanitize light switches and door handles	Wkly
Wipe down/dust all door surfaces. (fingerprints/toe kick areas)	Wkly
Dry mop and damp mop entryway	Wkly
Vacuum carpeted floors & runners (move chairs, wastebaskets, etc for necessary access)	Wkly
Damp mop chair mats in all cubicles/offices as needed	Mnthly
Remove dust/cobwebs from ceiling areas, corners, baseboards (include entryway)	Mnthly
Vacuum seats and wipe down arms/bases of chairs in offices	Mnthly
Dust blinds	Qtrly
Clean and sanitize water cooler/kitchenette sink/coffee station	Wkly
Refill all soap and towel dispensers to normal limits for kitchenette	Wkly
Clean in/out of microwaves and front of refrigerator (inside refrigerator excluded)	Wkly

Restrooms

Frequency

Clean and sanitize sink	Wkly
Clean, scrub and sanitize toilets & urinals	Wkly
Clean all glass and/or mirrors	Wkly
Empty all wastebaskets	Wkly
Clean and sanitize surfaces (ex: waste containers, soap dispensers, and towel dispensers)	Wkly
Clean and sanitize all walls and stall partitions	Wkly
Clean and sanitize light switches and door handles	Wkly
Wipe down/dust all door surfaces (fingerprints/toe kick areas)	Wkly
Sweep, damp mop, and sanitize all hard surface floors	Wkly
Refill all dispensers to normal limits: soap, towels, toilet paper, etc.	Wkly
Replace urinal cakes/mats as needed	Mnthly
Remove dust/cobwebs from ceiling areas, corners, baseboards	Mnthly

* Storage areas are excluded from any cleaning

3.2.4 Davenport Materials Office Building

Materials Offices and Hallway

Frequency

Empty wastebaskets	Wkly
Empty personal recycling baskets into large recycle container	Wkly
Dust window sills	Wkly
Clean interior/exterior glass at entryways	Wkly
Clean and sanitize light switches and door handles	Wkly
Wipe down/dust all door surfaces. (fingerprints/toe kick areas)	Wkly
Dry mop and damp mop entry/hallway and main office area	Wkly
Vacuum carpeted floors & runners (move chairs, wastebaskets, etc for necessary access)	Wkly
Remove dust/cobwebs from ceiling areas, corners, baseboards (include entryway)	Mnthly
Vacuum seats and wipe down arms/bases of chairs in offices	Mnthly
Dust blinds	Qtrly

Restrooms

Frequency

Clean and sanitize sink	Wkly
Clean, scrub and sanitize toilets & urinals	Wkly
Clean all glass and/or mirrors	Wkly
Empty all wastebaskets	Wkly
Clean and sanitize surfaces (ex: waste containers, soap dispensers, and towel dispensers)	Wkly
Clean and sanitize all walls and stall partitions	Wkly
Clean and sanitize light switches and door handles	Wkly
Wipe down/dust all door surfaces (fingerprints/toe kick areas)	Wkly
Sweep, damp mop, and sanitize all hard surface floors	Wkly
Refill all dispensers to normal limits: soap, towels, toilet paper, etc.	Wkly
Replace urinal cakes/mats as needed	Mnthly
Remove dust/cobwebs from ceiling areas, corners, baseboards	Mnthly

Lab

Frequency

Clean sinks	Wkly
Dust mop floor	Wkly
Wipe cabinet, counter, and desk tops - large or heavy equipment does not need to be moved	Wkly
Empty all wastebaskets	Wkly
Dust exhaust hoods	Mnthly
Damp mop floor	Mnthly

Contractors Responsibilities

3.3.1 Pre-bid / Site Visit

It is **mandatory** that prospective bidders on these projects shall visit the job site prior to submitting a quotation. It is also recommended that prospective bidders visit a similar completed project.

Pre-bid Date: December 17, 2015 Time: 10:00 A.M.

Location: Davenport Construction Office located at 8721 Northwest Blvd. Davenport, IA 52806. Please contact Dawn Hansen, 319-364-0235 for site visit information.

- No considerations or revision in the contract price or scope of the project will be considered by the Iowa DOT for any item which could have been revealed by a thorough on-site inspection and examination.

Contract Terms and Conditions

4.1 Contract Award

It is the intent of the Iowa DOT to award the contract to the responsible bidder whose submitted quotation is the most advantageous to the Iowa DOT, cost and other factors considered. Other factors include, but are not limited to: meeting or exceeding mandatory requirements, proposed staffing, and meeting required time schedule.

Bid price will include all requirements listed in Section 3 to complete this proposed project.

Protests of award recommendations shall be made in accordance with Paragraph 761--20.4(6)"e", Iowa Administrative Code.

4.2 Contract Period

See Bid Proposal timeline for dates. The date of completion shall be stated in calendar days on the Bidder's Bid Response, and if necessary, adjusted by mutual agreement between the Iowa DOT and successful bidder prior to executing the contract documents.

4.3 Contract Renewals

The contract may be renewed, upon mutual agreement, for a total of three (3) years in twelve (12) month increments. Contract renewals form shall be sent to Contractor for signature.

- Compensation payable to the Contractor hereunder shall be fixed for the first twelve (12) months of this contract.
- If the Contract is renewed upon mutual agreement, the Contractor must provide updated Insurance Certificates.

4.4 Revisions

The Iowa DOT reserves the right to revise the work schedule and to make other changes within this proposal as may be deemed necessary to best serve the interests of the State. Changes in compensation will be negotiated and shall be documented by formal amendment to the contract. All changes shall be in writing.

4.5 Remedies Upon Default

- The Iowa DOT will decide any and all questions which may arise concerning contract language, the responsibilities of the Contractor and the quality and acceptability of all work performed under this contract.
- The appearance of the building interior/affected areas listed in General Requirements, as well as satisfactory performance of all obligations of the contract, reflect upon the image of the Iowa DOT and the State of Iowa. In the event of a breach or deficiency in the performance of any of the provisions of the contract, including but not limited to the contract specifications, which shall be considered material terms of the contract, the Iowa DOT shall retain the right to seek any and all remedies provided by law or under the provisions of the contract.
- When a deficiency in contract performance is discovered by the Iowa DOT through routine inspections, the appointed DOT representative will explain the problem to the Contractor and what steps should be taken to correct the situation.
- If the same or a similar problem occurs again, the Iowa DOT may, at its option, terminate the contract upon the Contractor's receipt of said notice.

4.6 Payments and Completion of Contract

- 4.5.1** Payments on contract will be made monthly by means of state warrants. The Contractor will submit an invoice on or near the first of each month for services rendered during the previous month. All work performed must be signed off as acceptable by DOT Representative prior to releasing invoices for payment. Invoices will be sent to each location where the services are rendered. Payment terms: Net 30 Days.

Invoices will be sent to the Davenport Construction Office, Attn.; Deb Eitel, 8721 Northwest Blvd. Davenport, IA 52806, where the services are rendered.

- 4.5.2** No notification of payment being processed, no payment made to the Contractor, no partial payment, nor the entire use or occupancy of the work by the Iowa DOT shall be held to constitute an acceptance, in whole or in part, by the Iowa DOT prior to making the final payment and acceptance in full completion of the contract.

4.6 Insurance Requirements

Contractor's Insurance

- It shall be the Contractor's responsibility to have liability insurance covering all of the project operations incident to contract completion and the Contractor(s) must have on file with the Contracting Authority a current "Certificate of Insurance" prior to award of contract. The certificate shall identify the insurance company firm name and address, contractor firm name, policy period, type of policy, limits of coverage, and scope of work covered (single contract or statewide). This requirement shall apply with equal force, whether the work is performed by persons employed directly by the Contractor(s) including a subcontractor, persons employed by a subcontractor(s), or by an independent contractor(s).
- In addition to the above, the Iowa DOT shall be included as an insured party, or a separate owner's protective policy shall be filed showing the Iowa DOT as an insured party.

- The liability insurance shall be written by an insurance company (or companies) qualified to do business in Iowa. For independent contractors engaged solely in the transportation of materials, the minimum coverage provided by such insurance shall be not less than that required by Chapter 325A, Code of Iowa, for such truck operators or contract carriers as defined therein. For all other contractors, subcontractors, independent contractors, and the Contracting Authority, the minimum coverage by such insurance shall be as follows:
 - Commercial General Liability including Contractual Liability;
 - Contingent Liability; Explosion, Collapse and Underground Drainage
 - Damage; Occurrence Basis Bodily Injury: Broad Form Personal Injury; Broad Form Property Damage.

Bodily Injury

The contractor will purchase and maintain throughout the term of this contract the following minimum limits and coverage:

- Each person \$750,000
- Each accident/occurrence \$750,000
- Workers Compensation \$750,000
- Statutory Limits \$750,000
- Employer's liability \$750,000
- Occupation Disease \$750,000

Operations

- Property Damage \$250,000 each occurrence

Builders Risk Insurance

- Each Contractor holding a valid contract with the Iowa DOT shall furnish and pay for builder's risk insurance, providing coverage for at least the following losses: fire, extended coverage, vandalism and malicious damage to materials incorporated in the project, and materials purchased to be incorporated in the project, either stored on or off the permanent job site. If this insurance coverage is not provided, the Contractor shall assume all responsibility for the perils outlined above which may occur prior to project completion and acceptance.
- Failure on the part of the Contractor(s) to comply with the requirements of this Article will be considered sufficient cause to suspend the work, withhold estimates, and to deny the Contractor(s) any further contract awards, as provided in Article 1103.01.
- The Contractor(s) shall require all subcontractor(s) meet the above insurance requirements.

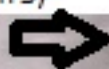
The Certificate of Insurance must include the following

- Iowa Department of Transportation must be listed as an additional insured
- Proposal Number
- Proposal Description
- Letting Date
- Contract Period



Field Office

Davenport
Materials Office
(downstairs)



Davenport Construction Office
(upstairs)

Davenport Maint. Office

*Maint Office area to be cleaned
identified within the white title box. No
truck bay areas are included

Northridge Dr

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1994

41°36'35.87" N 90°37'48.59" W elev 733 ft eye alt 1153 ft